

TRAVEL YEAR-END GUIDANCE

Each year, ARC Travel Services provides year-end guidance to travelers in order to ensure a smooth transition from one fiscal year to the next. We have broken down the guidance this year by document (authorizations, vouchers from authorizations, local vouchers) and miscellaneous information. We hope this will be helpful when creating documents for the new fiscal year and clearing out any outstanding trips for 2006.

AUTHORIZATION GUIDANCE

- **FY2006 TRAVEL – AUGUST 31 YEAR-END CUTOFF** – Authorizations for travel to be performed before September 30, 2006 should be approved by August 31, 2006 in GovTrip.
- **Contract Fares And Continuing Resolution** – Agencies cannot obligate funds for a new fiscal year until the funding is available. Until an agency receives funding for FY 2007, only Government contract fares can be reserved for trips beginning after October 1, 2006, or a trip beginning before this date but the return segment is not until after October 1, 2006.
 - In the event of a continuing resolution (CR), travelers should only reserve Government contract fares. Contract fares are not issued until 3 days prior to departure. Therefore, if the Government is under a CR, the contract ticket could be cancelled without penalty. Acceptable FY07 contract fares are highlighted in yellow or green and are currently available in GovTrip.
 - ***Penalty fares are highlighted in red in GovTrip and should not be used until the FY07 budget has been passed for your agency.***
- **Trips Crossing the Fiscal Year**
 - Travel that begins in fiscal year 2006 that extends beyond September 30, 2006 will initially be prepared as one document (created by traveler/document preparer) in GovTrip due to the on-line booking of reservations. When the approved authorization is submitted for processing, ARC Travel Services will create an amendment to include expenses for the September portion of the trip and will also create an authorization for the October portion. ARC Travel Services will contact the traveler/document preparer if further information is needed. Both of these documents will need to be re-routed for approval.
 - The October trip will remain in the created status until the 2007 accounting is entered in GovTrip on September 11, 2006. ARC Travel Services will add the 2007 accounting to the October authorization and route it through the normal routing.
- **Travel Authorizations for FY2007** – *If possible, please do not enter electronic documents for travel occurring after September 30, 2006 until GovTrip is updated with the 2007 accounting on September 11, 2006.*
 - Authorizations for travel occurring on or after October 1, 2006 require a fiscal year 2007 accounting code. For single year appropriations, the authorization should contain a comment “Travel is contingent on availability of fiscal year 2007 funds” until appropriations are passed. The traveler is responsible for verifying that the funds are available prior to departure. The program office, agency budget contact, or ARC travel help desk can tell the traveler whether funds are available
 - Documents for travel to be performed after September 30 may be prepared and routed in GovTrip beginning September 11, 2006. If the travel authorization must be created prior to September 11, please call the ARC travel help desk for assistance.

VOUCHER GUIDANCE

- **FY06 Vouchers** – Please voucher timely to close out all 2006 vouchers since the 2006 accounting will be deleted from GovTrip on December 1, 2006. If you still have an open obligation on November 1, 2006, our office will send an email to your agency's travel contact. They will be responsible for contacting you and asking you to voucher before December 1, 2006.
- **Vouchers Crossing the fiscal year** - When returning from your trip, please keep in mind that you need to create two vouchers, one from the September authorization (FY06) and one from the October authorization (FY07).

LOCAL VOUCHER GUIDANCE

- When creating local vouchers in GovTrip, please create a document for each fiscal year's expenses. **You cannot claim 2006 & 2007 expenses on the same document.** Use caution when selecting the correct accounting.

MISCELLANEOUS FY2007 TRAVEL INFORMATION

- Any unexpected or local travel needs for fiscal year 2006 arising during the month of September should be entered and approved in GovTrip as soon as possible.
- **Default Accounting** – If you use the default accounting feature, please re-select the appropriate fiscal year 2007 accounting in the traveler's GovTrip profile. Please be careful when selecting accounting after September 11, as both fiscal year 2006 and 2007 accounting will be in GovTrip until 2006 accounting is deleted on December 1, 2006.
- **TAV Fees** – The amount of the TAV fees will be reduced on 11/12/2006 as follows:
 - TDY Voucher \$13.50 Charged at time voucher is approved
 - Local Voucher \$ 6.50 Charged at time voucher is approved
- **TMC Fees** – There will be a minimal change in the costs of the TMC fees on 11/12/2006.

Please call the ARC travel help desk at 304-480-8000 (Option 1) if you have any questions or need assistance with any of this guidance.

PERMANENT CHANGE OF STATION

(Does not apply if your agency isn't serviced by ARC for Relocation Services)

- All travel and transportation expenses for a transferred employee are obligated against the appropriation current when the travel orders are issued. The one exception would be for home sale service contracts that are awarded at a later date when the obligation results from the date of the contract with the private firm rather than the transferee's authorization.
- **FY2006 Relocation Travel Authorizations** – All new relocations using FY2006 funds should be initiated with Relocation Services Branch (RSB) by the end of August and approved by the agency by September 14 unless your agency guidance has established an earlier cutoff for obligations.
 - Several actions must occur before a travel authorization can be prepared and sent for approval in order to obligate funds. The employee provides required information to RSB. The carrier is notified and performs an on-site visit to provide an estimate of costs for the shipment of household goods. The relocation coordinator then counsels the employee on the appropriate relocation allowances. RSB will do everything we can to keep the process moving in order to complete the travel orders before the 14th. Our billing cutoff for RSB services is also September 14 so any relocation not approved by then will be charged at the October rates for the new fiscal year.
- **FY2007 Relocation Travel Authorizations** – The Request for Relocation may be sent to RSB anytime after August 31st and we will start the preparation actions for the Travel Authorization. The authorization will be prepared with a comment that the relocation is contingent on availability of FY07 funding. No expenses related to the relocation can be incurred by the traveler prior to obtaining an approved travel order and the availability of funding is confirmed.
- There are no unusual requirements for voucher and tax processing at the end of the fiscal year. However, because of the tax consequences of certain relocation reimbursements, timely processing at the end of the calendar year is important.

If you have any questions regarding the Permanent Change of Station Guidance, please contact Denise Stinn at 304-480-8479.